

UNNUMBERED LETTERS ISSUED FOR THE MONTH OF NOVEMBER 2002

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November 13, 2002

SUBJECT: 2002 Federal Employees Health Benefits Program Open Season

TO: Rural Development National Office Employees
Rural Utilities Service Field Employees

The 2002 Federal Employees Health Benefits (FEHB) Program open season is from November 11 through December 9, 2002. Your current health plan will send you a copy of their 2003 brochure with rates and/or changes. Please carefully review your plan brochure for new changes. What was previously covered under your present plan may not be covered in 2003.

During open season all eligible employees who are not enrolled may enroll, change from one health plan and/or option to another, from self only to self and family or from self and family to self only. In addition, open season allows employees to change their premium conversion election. An eligible employee who enrolls in FEHB may elect to participate or to waive participation in premium conversion. An eligible enrollee may elect to begin participation if they have previously waived, or waive participation.

Employees continuing with their current health plan need not do anything.

If you are considering enrolling or making an enrollment change, you may obtain a copy of the *2003 Guide to Federal Employees Health Benefits Plans* (FEHB Guide) in room 1331-S. The FEHB Guide contains a comparison chart that gives general information about each plan. The Guide also shows the biweekly and monthly premium rates, as well as the accreditation status of those plans that took the initiative to seek review by the National Committee for Quality Assurance, the Joint Commission on Accreditation of Healthcare Organizations, and/or American Accreditation Healthcare Commission.

Do not rely solely on the FEHB Guide when deciding whether to enroll or change enrollment to a specific plan. If you decide you are interested in making an enrollment change after reviewing the FEHB Guide, you should consult the plan's brochure for a complete description of benefits. You should also verify with your physicians that they are going to continue participation with your health plan. Brochures for all plans will be available in room 1331-S.

EXPIRATION DATE:
November 30, 2003

ILING INSTRUCTIONS:
Administrative/Other Programs

There will also be an open season health fair on Thursday, November 14, 2002, on the patio of the Jamie L. Whitten Building, from 10:00 a.m. to 2:00 p.m. A number of health insurance carriers are scheduled to participate. The National Association of Retired Federal Employees and USDA Agency Benefit Officers will also be available to answer questions. A sign language interpreter will be available.

Internet Availability

All 2003 FEHB Guides and health plan brochures will be available from the Office of Personnel Management's (OPM) web site (<http://www.opm.gov/insure>). The Guides and brochures will be available in PDF format for downloading and printing, as well as a text version suitable for the visually impaired. The web site will contain links from the Guides and brochures to health plan web sites for information about the plans, as well as links to other related web sites.

How to Enroll or Make an Enrollment Change During Open Season

Employees who wish to enroll or change their FEHB enrollment must complete a Health Benefits Registration Form [Standard Form (SF) 2809]. These forms are available in room 1331-S. The SF-2809 may also be obtained from the OPM web site. ***The SF-2809 must be completed and submitted to Human Resources before the close of business on the last day of open season, December 9, 2002.*** Forms received after this date may be returned. The completed SF-2809 should be mailed to:

U.S. Department of Agriculture/Rural Development
Headquarters Personnel Services Branch
1400 Independence Avenue, SW, Stop 0730
Attn: Paula Douglas
Washington, D.C. 20250-0730

You may also use Employee Express to process your SF-2809. You will need a Personal Identification Number (PIN) to use this service. If you do not have a PIN number you can request one from the Employee Express web site, www.employeeexpress.gov.

Employees who wish to change their premium conversion election must complete a FEHB Premium Conversion Waiver/Election Form. You should make desired enrollment changes as early as possible during open season to ensure timely processing.

New enrollments, changes to current enrollments, and changes to premium conversion elections made during open season generally will become effective the first day of the first pay period beginning on or after January 1, 2003. If you change plans, any covered

expenses incurred between January 1, 2003, and the effective date of the open season change will count toward the 2002 deductible of the plan you are changing from.

For coverage to continue into retirement you must be enrolled under the FEHB Plan as self only or under a spouse's FEHB or CHAMPUS/Tricare plan at least five years immediately preceding retirement or you must have enrolled at the first opportunity to enroll if not enrolled for five years. Waivers to this rule may apply to Early Out retirement and other categories of retirement.

Temporary employees with continuous service over one year are also eligible to enroll or change enrollments during open season. Comparison books and rates for temporary employees are different from the comparison books and rates for permanent employees.

Please note that information you provide by enrolling in the FEHB Program may be used for computer matching with Federal, State or local agencies' files to determine whether you qualify for benefits, payments or eligibility in the FEHB program, Medicare, or other Government benefits programs.

Temporary Continuation of Coverage (TCC)

If you have FEHB coverage and leave Federal employment, you will usually be eligible for up to 18 months of TCC (unless you are separated for gross misconduct). TCC can continue for up to 36 months for dependents who lose eligibility as family members under your enrollment. This includes spouses who lose coverage because of divorce and children who lose coverage because they marry or reach age 22.

TCC enrollees must pay the total plan premium (without a Government contribution) plus a 2% charge for administrative expenses. There are specific periods within which you or your dependent must enroll for TCC. Contact your personnel office for a copy of RI 79-27 for more information.

Important: You must exhaust TCC eligibility as one condition for guaranteed access to individual health coverage under the Health Insurance Portability and Accountability Act.

Federal Long Term Care Insurance Program (FLTCIP) Open Season

FEHB Plans do not cover long term care. You can protect yourself against the high cost of long term care by applying for insurance in the FLTCIP. Open Season to apply for coverage ends on December 31, 2002.

The FLTCIP web site, www.ltcfeds.com, offers online applications, an interactive calculator to provide customized price quotes based on age and choice of benefits, and educational resources about long term care and long term care insurance. You may also call 1-800-LTC-FEDS (1-800-582-3337); (TDD for the hearing impaired: 1-800-843-3557) to speak to a certified long term care insurance specialist.

You are encouraged to visit the OPM web site <http://www.opm.gov/insure> for more information on Long Term Care, FEHB Open Season, Premium Conversion, the Patient Bill of Rights, and Mental Health and Substance Abuse Parity. If you have any questions concerning the FEHB Open Season, please call Diane Nero on (202) 692-0172.

(Signed by Timothy J. Ryan)

TIMOTHY J. RYAN
Assistant Administrator
for Human Resources

November 14, 2002

SUBJECT: Business and Industry Guaranteed Loan Program
Moody's Financial Analyst Software

TO: State Directors, Rural Development

ATTN: Business Programs Directors
Information Resources Managers

This is in regard to the distribution and implementation of Moody's Financial Analyst (MFA) software. As you are aware, the Agency recently committed to provide you the MFA software, a state-of-the-art financial spreadsheet application. To help you learn a few of the fundamentals of that program, we have enrolled you in a web-based training course called Moody's Financial Analyst Basics. This course will teach you how to create companies in MFA, spread financial statement data in it, and generate useful analytical reports. Along the way, you will also pick up pointers on the best ways to spread data, how to balance and reconcile the financials you are inputting, and how to create basic projection scenarios.

Each Business Programs Director or State Director has been contacted to provide the names of the individuals who will be licensed to use the MFA software. Each of the trainees has been registered and will be contacted by the State Program Director with their individual user identification and password. The distribution of user identification and passwords will be coordinated with the State Business Programs Directors and State Information Resources Managers (IRM).

This course should take you between 4 to 6 hours to complete. It can be done in one sitting, or in short segments, allowing you to study over a series of days so as not to interfere inordinately with your daily workflow.

EXPIRATION DATE:
November 30, 2003

FILING INSTRUCTIONS:
Community/Business Programs

The trainees will have 3 months from this date to complete the training. Fred Kieferle, the training coordinator, will monitor the progress of each trainee. If you have questions, you may contact Mr. Kieferle directly, (202) 720-7818. However, your first call should be to Dianna Kujawski at the Moody's help desk. She is the on-line mentor Moody's has provided to help in our efforts to successfully complete the course. This is the person to whom you should direct questions (via e-mail or phone call) about the course.

This is also the person to whom you will be sending certain spreadsheet assignments for review and comment as you proceed through the training program. You may contact her by e-mail, dianna.kujawski@moodysrms.com, via phone at (866) 995-9659, ext. 5788, or fax at (574) 472-5988. You may also contact Kelly Cunningham at the St. Louis Centralized Help Desk, as listed in the Rural Development Telephone Directory, (314) 992-0302.

Following is the access information you will need to get into the course:

URL Student Site: <http://www.moodys-expertise.com>

Username: (the student's username)

Password: (the student's password)

Organization ID is 2166.

We suggest that, upon entering the course, you begin by going through its orientation, accessed by clicking the link by that name on the left-hand side of the screen. This will give you both a navigational and content overview of the program and will measurably ease the learning process. If any of the information, such as your e-mail address, is incorrect, you may change it through the preferences menu.

After careful consideration, we have decided to make the use of the software mandatory for all Business and Industry (B&I) Guaranteed Loans processing and servicing actions beginning 3 months from the date of this unnumbered letter. We encourage State Offices, once users are adequately trained, to begin using the software on loans processed and/or serviced prior to its mandatory use. If National Office concurrence of processing or servicing actions for B&I loans are required, please submit the MFA spreadsheets on diskette along with the loan docket.

The MFA software has been sent to your State IRM, along with a list of those individuals who will be licensed to use the software. The IRM may make copies of the diskettes to distribute to the licensed staff not in the State Office, but only those people whose names were submitted may use the software. We have a set number of licenses and specific people authorized to use the software. If one of the people licensed to use the software leaves the employment of the Rural Development mission area or is no longer involved in the B&I program or other program area for which the software was used, please submit the replacement person's name to Debi Ogle, (703) 605-4390, so that we may transfer the license to the new staff member. If the State Director desires to acquire additional

licenses, the cost of acquisition of the additional licenses should also include the cost of the 3-year maintenance agreement. Additional license acquisitions should be coordinated with Fred Kieferle of the National Office. The State IRM will be responsible for maintaining a current listing of staff licensed and will be responsible to assure annual updates to the software are made in a timely manner.

Attached are instructions for the installation and configuration of the software for the IRMs.

The State Business Programs Directors are responsible for ensuring that the licensees for their State receive a copy of this unnumbered letter. If you have any questions, please contact Fred Kieferle, Business and Industry Division Processing Branch Chief directly, (202) 720-7818.

(Signed by John Rosso)

JOHN ROSSO
Administrator

Attachments

**United States Department of Agriculture
Rural Business-Cooperative Service**

Moody's Financial Analyst Quick Installation Instructions

Overview

The following instructions are a condensed version of the standard Moody's Financial Analyst (MFA) installation instructions that can be found on the MFA installation CD (Installation Guide.pdf). These Quick Installation Instructions are not meant to replace the standard Installation Guide but to provide a condensed version of the instructions that can be used by the USDA RBS to install MFA on their field computers. All readers of these Quick Installation Instructions should also read the standard Installation Guide before performing an installation.

The USDA RBS has purchased the Microsoft Access standalone version of MFA. It is their intention to install MFA on local drives (c:\) on field and national office computers. Each user of MFA will have their own personal MS-Access customer database that will be located either with the MFA installation on their local c:\ drive or on a network user directory. These Quick Installation Instructions will address both options.

Installation Requirements:

To perform an MFA installation to a computer, the following requirements must be met:

- Intel Pentium 233 or faster
- 64 MB RAM
- 65 MB free hard disk space for program files and customer database (50 and 15 MB respectively). The customer database, GlobalCustomer.mdb, will start out with one sample customer in it with a size of approximately 3.5 MB). Each new customer will add approximately 25KB to the size of the database, allowing room for approximately 500 customer records before additional hard disk space is required.
- Internet Explorer 5.0 or higher
- Microsoft Windows 95/98/2000/NT/XP (if using Windows NT, Workstation 4.0 Service Pack 3 or higher must be installed)
- Administrator rights on the workstation so that \windows\system DLL files can be checked and upgraded if necessary and to that the system registry can be updated.
- MDAC and DCOM version 2.12 or higher (version 2.51 recommended)

System Files

MFA requires minimum versions of various Windows system DLL files. The installation program will determine if these files exist on a computer and if not, it will install and/or register them. If the file already exists, the installation program will determine what version is installed and if necessary, upgrade the file.

Following is a list of these system files:

FileName	Date of File	Version	Registered
ATL.DLL	06/17/98	3.00.8168	X
COMCTL32.OCX	05/11/98	5.01.4319	X
COMCT332.OCX	05/07/99	6.00.8450	X
COMDLG32.OCX	05/07/99	6.00.8418	X
INETWH32.DLL	07/23/98		
MSCOMCT2.OCX	05/07/99	6.00.8418	X
MSCOMTCL.OCX	05/13/99	6.00.8498	X
MSMASK32.OCX	06/24/98	6.00.8169	X
MSSTDFMT.DLL	06/18/98	6.00.8169	X
MSVBVM50.DLL	04/29/99	5.02.8244 (SP2)	X
MSVBVM60.DLL	05/10/99	6.00.8495	X
MSVCIRT.DLL	06/17/98	6.0.8168.0	
REGSVR32.EXE	06/05/97	4.00	
RICHE20.DLL	09/10/99	5.30.20.1200	
RICHE32.DLL	09/10/99	5.00.2090.1	
ROBOEX32.DLL	08/03/00	9.00.079	
SHFOLDER.DLL	04/29/99	5.00.0809.2400	
TABCTL32.OCX	05/07/99	6.00.8418	X
THREED32.OCX	01/12/96	1.0.0041	X
MFC42.DLL	01/12/00	6.0.8447.0	X
MSVCRT.DLL	01/12/00	6.00.8397.0	
MFC42U.DLL	10/27/99	6.00.8665.0	X

Registry

The installation program will add entries to the system's registry as follows (although paths may vary):

```
[HKEY_LOCAL_MACHINE\SOFTWARE\Moody's\FAMAS]
[HKEY_LOCAL_MACHINE\SOFTWARE\Moody's\FAMAS\FAMAS 2000]
"FAMAS 2000 Settings"="C:\Program Files\Moodys Financial Analyst\FAMAS2000.cfg"
"Add-In Component Settings"="C:\Program Files\Moodys Financial Analyst\AddIn.cfg"
"Industry Settings"="C:\Program Files\Moodys Financial Analyst\Default.cfg"
"Language"="English"
"RiskCalc Settings"="C:\Program Files\Moodys Financial Analyst\RiskCalc.cfg"
"Decisions Wizard Settings"="C:\Program Files\Moodys Financial
Analyst\Decisions\Decisions.cfg"
```

[HKEY_LOCAL_MACHINE\SOFTWARE\Moody's\FAMAS\FAMAS 2000\Local Customer Databases]

[HKEY_LOCAL_MACHINE\SOFTWARE\Moody's\FAMAS\FAMAS 2000\Customer Recall List]

In addition, the following MFA system files will be registered (although paths may vary):

- FAMASCD=C:\Program Files\Moodys Financial Analyst\Common Files\famascd.dll
- FAMASCU=C:\Program Files\Moodys Financial Analyst\Common Files\famascu.dll
- FAMASMD=C:\Program Files\Moodys Financial Analyst\Common Files\famasmd.dll
- FAMASML=C:\Program Files\Moodys Financial Analyst\Common Files\famasml.dll
- FAMASPD=C:\Program Files\Moodys Financial Analyst\Common Files\famaspd.dll
- FAMASRC=C:\Program Files\Moodys Financial Analyst\Common Files\famasrc.dll
- FAMASRF=C:\Program Files\Moodys Financial Analyst\famasrf.dll
- FAMASSM=C:\Program Files\Moodys Financial Analyst\Common Files\famassm.dll
- FAMASUP=C:\Program Files\Moodys Financial Analyst\Common Files\famasup.dll
- FAMASUT=C:\Program Files\Moodys Financial Analyst\Common Files\famasut.dll
- MRMSUP=C:\Program Files\Moodys Financial Analyst\Common Files\mrmsup.dll
- FAMASAddInStatus_VB=C:\Program Files\Moodys Financial Analyst\Add-In Components\Common Files\FAMASAddInStatus.exe
- OpDispatch=C:\Program Files\Moodys Financial Analyst\Add-in Components\RiskCalc\OpDispatch.dll
- model_prv_namr_0140=C:\Program Files\Moodys Financial Analyst\Add-in Components\RiskCalc\model_prv_namr_0140.dll
- wrapper_prv_namr_0140=C:\Program Files\Moodys Financial Analyst\Add-in Components\RiskCalc\wrapper_prv_namr_0140.dll
- DecisionsWizard_VB=C:\Program Files\Moodys Financial Analyst\Decisions\DecisionsWizard.dll
- DecisionsWizard_VB2=C:\Program Files\Moodys Financial Analyst\Decisions\DecWzdResENG.dll

Installation Process

1. Run setup.exe from the root of the MFA installation CD.
2. Click Next on the “Welcome to Moody’s Financial Analyst Setup” screen.
3. Click Yes on the “License Agreement” screen.
4. Select Local for “Setup Type” and click Next.

5. Select the appropriate installation path. Default installation path is c:\program files\moody's financial analyst\ and we recommend using the default path. Click Next.
6. Accept the default program folder name of “Moody’s Financial Analyst” on the “Select Program Folder” screen. Click Next.
7. Enter the appropriate organization name and address information on the “Enter Organization Information” screen. Click Next.
8. The installation process will begin to copy files.
9. On the “Setup has finished ...” screen, select or unselect the checkbox to view the readme file and click Finish.
10. The installation is complete.

Configuring Customer Database

The installation program will install the necessary MS-Access customer database (GlobalCustomer.mdb) for MFA in the c:\program files\moody's financial analyst\databases folder. The GlobalCustomer.mdb file will contain the MFA customer data for that particular computer’s installation of MFA. If necessary, the GlobalCustomer.mdb file can be moved to a user’s network directory to facilitate backup and data recovery procedures. To accomplish this, follow these steps:

1. Start Explorer.
 2. Browse to the c:\program files\moody's financial analyst\databases folder.
 3. Highlight the GlobalCustomer.mdb file.
 4. Select the Edit\Cut menu in Explorer.
 5. Browse to the user’s network directory where you want to store the GlobalCustomer.mdb file for this user (e.g., k:\Users\Saegesser\MFA\).
 6. Select Edit\Paste in Explorer.
 7. Start the Moody’s Administrator program from the Windows Start\Programs\Moody’s Financial Analyst program group.
 8. Enter USDA RBS password of moodyblues1.
 9. Select the Management\Global Customer Databases menu option.
 10. Highlight the “Default Access Database” entry and click the Edit button.
 11. Highlight the Connect String and hit the Control+C keys to copy the Connect String into memory.
 12. Click the Cancel button.
 13. Click the Add button on the “Modify Global Customer Databases” screen.
 14. Enter a “Database Name” for this user (e.g., Brad Saegesser MFA Customer Database)
 15. Position the cursor in the Connect String area and hit the Control+V keys to Paste the entry from Step 11.
 16. Edit the DATASOURCE= path to match the directory used in Step 5.
 17. Click OK to close the “Add Global Customer Database” screen.
 18. Highlight the “Default Access Database” entry and click the Delete button.
 19. Click the Close button to close the “Modify Global Customer Databases” screen.
- Exit Moody’s Administrator by selecting the File\Exit menu.

USDA Rural Business-Cooperative Service Moody's Decisions Configuration Instructions

The following instructions will assist the USDA Rural Business Services in installing and configuring their customized version of Moody's Decisions. Should any problems occur during the installation, please contact one of the following persons:

- Moody's Tech Support: 866-995-9659 or TechSupport@MoodyRMS.com
- Marion Hughes: 925-979-2187 or Marion.Hughes@MoodyRMS.com
- Brad Saegesser: 989-362-2136 or Brad.Saegesser@MoodyRMS.com

To install Moody's Decisions, please follow the instructions found on the installation CD in a document titled "Installation Guide.pdf" and the "USDA MFA Quick Install.doc" file. The USDA RBS will perform Local installations using Microsoft Access. The installation will need to be repeated on each workstation that will run Moody's Decisions.

To configure the custom USDA Rural Business Services "USDA National Office Loan Committee Report & Financial Analysis" template, please follow these instructions. These steps will need to be repeated on each workstation that will run Moody's Decisions.

1. Start Microsoft Word.
2. Select the Tools\Options menu.
3. On the Options dialog box that displays, select the File Locations tab.
4. Highlight the User Templates line in the File Types area of the Options dialog box and note the Location path. You may need to click the Modify button to see the entire path. Make a note of this path location.
5. Close Microsoft Word.
6. Start Windows Explorer.
7. Browse to the directory where Moody's Decisions was installed (default path is c:\Program Files\Moodys Financial Analyst).
8. Browse to the \Decisions\Templates folder in the Moody's Decisions application directory (i.e., c:\Program Files\Moodys Financial Analyst\Decisions\Templates).
9. Copy the USDAMacro.dot file from the directory in Step 8 to the directory noted in Step 4.
10. Close Windows Explorer.

You are now ready to run Moody's Decisions and create the "USDA National Office Loan Committee Report & Financial Analysis" template.

1. Start Moody's Decisions.
2. Open an existing customer or create a new customer. When financial statement information has been entered into the customer record, continue.
3. Select the Tools\Decisions Wizard from the menu or select the Moody's Decisions toolbar button. The Moody's Decisions Wizard Welcome Screen will display. If prompted to select a RiskCalc model, select the Private Firm United States model.

4. Click the Next button on the Moody's Decision Wizard Welcome Screen to advance to the wizard.
5. Select the "USDA National Office Loan Committee Report & Financial Analysis" template from the list of available templates.
6. Click Next.
7. Select the appropriate Projection Scenario (if a projection has been created).
8. Select the appropriate Historical and Projected Statements. Note that the "USDA National Office Loan Committee Report & Financial Analysis" template is programmed to work with up to three historical and three projected statements.
9. Click Next.
10. Change the Output Filename and/or Output Directory is desired.
11. Click Generate.
12. The Decision Wizard will start Microsoft Word and load the "USDA National Office Loan Committee Report & Financial Analysis" template with the appropriate information from the customer.

Fields on the "USDA National Office Loan Committee Report & Financial Analysis" templates are color coded to indicate how they should be used:

- White – data input fields. Information should be entered by the user
- Yellow – information that comes from Moody's Decisions. The user can override this information, but this will break the link to Moody's Decisions.
- Blue – calculated fields. Users should not enter information into these fields or the calculations will no longer work correctly.

The Financial Analysis section of the "USDA National Office Loan Committee Report & Financial Analysis" template contains Microsoft Word tables for data entry and calculations. However, unlike Microsoft Excel on which these tables were based, Microsoft Word does not automatically calculate when data is entered into the tables. For this reason, the "USDA National Office Loan Committee Report & Financial Analysis" template includes a Microsoft Word macro to refresh the blue calculation fields in the tables. On the toolbar in Microsoft Word will be a button called "USDA Calc Tables." When the user clicks this toolbar button, the tables will be refreshed and all blue calculation fields will be updated, and the cursor will be positioned at the top of the Financial Analysis section.

November 14, 2002

SUBJECT: Business and Industry Guaranteed Loan Program
Appraisals and Appraisal Review Checklist

TO: State Directors, Rural Development

ATTN: Business Programs Directors

This Unnumbered Letter is intended to help ensure that appraisals meet Standards I and II of the Uniform Standards of Professional Appraisal Practices (USPAP). We are also providing a mechanism for completing administrative reviews of all real property appraisals for the Business and Industry Guaranteed Loan (B&I) Program. Appraisal reviews must meet Standard III of USPAP, and this checklist will accomplish that.

Appraisals

An appraisal is an estimate of market value. Market value is the most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently, knowledgeably, and assuming neither party is under duress. Implicit in this definition is the consummation of a sale as of a specified date. It is prudent to consider any alternative uses for the facility. All appraisals should consider the potential effects from a release or presence of hazardous substances or petroleum products or other environmental hazards on the market value of the collateral. Thus, you should be aware of the prior use(s) of the property. When visiting the facility, look around for evidence of environmental hazards.

There are concerns that the appraisal valuations are not well documented to support the collateral valuation. Based on reviews of some appraisals, it appears that the documentation in the appraisals does not meet USPAP standards. In some cases, the appraiser does not meet the competency requirements in accordance with USPAP. In other cases, the appraiser is not using the proper, required approaches to determine the fair market valuation of the real property offered for collateral. We are concerned that the appraisals of collateral are not adequate to support the valuation estimates provided.

EXPIRATION DATE:
Discard when no longer necessary.

FILING INSTRUCTIONS:
Community/Business Programs

Review the approaches used in the appraisal to determine if the income approach was utilized, the appraisal is properly documented, and the appraiser has the qualifications to complete the appraisal. It is an accepted industry standard that the income approach and at least one of the other two approaches should be used on every appraisal. If your State has an Agency staff appraiser, that person should review the appraisal prior to loan approval.

An appraisal report should include:

- a definition of the appropriate value used,
- the date of value,
- the legal description and ownership rights,
- any limiting conditions and pre-existing easements,
- the highest and best use,
- at least two of the three approaches to value, and
- any appraisal requirements (i.e., “as will be”) and a certification of the appraiser.

There are three approaches to establishing market value: the cost approach, the sales comparison approach, and the income approach.

The cost approach would be the cost of the real estate plus the cost of all improvements less all forms of depreciation: physical depreciation, functional depreciation, and economic obsolescence.

The sales comparison approach compares the subject property to similar properties (sales) located in relatively close proximity. Properties should be of similar size and utility. The properties should have sold within the past 24 months in arm’s length transactions. Comparisons should be made on the basis of conditions of sale, financing terms, market conditions, location, physical characteristics, and income characteristics.

The income approach is a determination of value based upon a discount (or capitalization) of some measure of income. This measure could be book or taxable net income, gross revenues, gross profit, cash flows, or any of numerous ways to define income. Properties must be generating net operating income in order to use the income approach. There must be market sales of similar properties. It is essential that the business is a going concern.

Chattel Appraisals

Chattel evaluations are more frequently found on short- and intermediate-term loans. Loans with short or intermediate terms generally rely on chattel and personal property as primary collateral. Any disappearance of chattel collateral may result in a loss on the loan. Compared to the real estate appraisal process, the chattel evaluation is usually simpler and easier. The eight critical elements of chattel inspections are existence, ownership, location, number or amount, condition, value, attachment, and perfection. Each piece of chattel collateral should be listed in the chattel appraisal. Pay particular attention to specialized equipment. This type of equipment may be unique to the area and operation of the business. Be cognizant of potential teardown or reconstruction costs. Consideration should be given to not only the life expectancy of the equipment, but also to the impact of new technology. You should discount specialized equipment more than standard industrial equipment. Impacts to the value of industrial equipment include size and utility, condition (hours used), brand of the equipment, and the dealers and servicing available.

B&I Servicing

Appraisals are required on transfers and assumptions for less than the full amount of debt.

In accordance with RD Instruction 4287-B, section 4287.157(d)(13), in a liquidation scenario, an appraisal is required if the principal and interest balance is \$200,000 or more. The appraisal should be included as part of the liquidation plan and must comply with the requirements set forth in this AN. Thoroughly document any substantial decrease from the appraised value at approval versus the liquidation sales price.

RD Instruction 4287-B, section 4287.113(a), also requires an appraisal on any collateral released with a value greater than \$100,000. At its discretion, the Agency may require an appraisal on the remaining collateral if it is determined that the Agency may be adversely affected by the release of collateral.

The appraiser should be an independent third party to avoid any conflict of interest issues. If the appraisal has problems or is misleading, you are within your rights to require a new appraisal. If you have concerns or red flags are present, discuss the appraisal with or have the appraisal reviewed by the State review appraiser. That individual may decide that a technical review, in the form of a desk or field review as appropriate, is necessary. Field reviews should be requested for loans: with above average risk; in excess of \$5 million; secured by specialized or unique collateral; with highly depreciable collateral; collateral where the “highest and best use” is not typical for the property; or where collateral is valued on an “as will be” basis.

Appraisal Reviews

There are two types of appraisal reviews, administrative and technical. As loan officers, you are expected to be able to perform an administrative review. Attached is a suggested appraisal review form that can be used for conducting administrative reviews of real property appraisals. The administrative review should be completed by the Agency loan approval or servicing official. Any problems noted during an administrative review of real estate appraisals should be discussed with the State appraisal staff, directed to the lender, and resolved before the credit transaction is approved. We are trying to determine if the final value conclusion is reasonable, based on subject data facts, market data facts, and physical characteristics. Does the net income support the value?

There are a number of red flags to look for when reviewing appraisals:

- ensure that the appraisal report is clear and complete;
- check the report for math and calculation errors;
- review sales comparables to ensure that they are not outdated;
- make sure the appraiser is using the price actually paid and not the listing or sales price;
- pay attention to excessive adjustments in value;
- look for inconsistencies between the cost, sales comparison, and income approaches;
- use your experience to ensure that the appraisal is typical for the industry or area;
- make sure the appraiser has the necessary experience to appraise the real estate or machinery and equipment being appraised. If the assets are specialized, the appraisal must be completed by an appraiser certified in that specialty area; and
- make sure the appraiser has the proper certification.

Specific questions about appraisals should be directed to Kenneth E. Hennings, Specialty Lenders Division Servicing Branch Chief and Certified General Appraiser, (202) 690-3809. Please address B&I program questions to Fred Kieferle, Business and Industry Division Processing Branch Chief, (202) 720-7818.

(Signed by John Rosso)

JOHN ROSSO
Administrator
Rural Business-Cooperative Service

Attachment

USPAP COMPLIANCE CHECKLIST:
ADMINISTRATIVE AND TECHNICAL REVIEWS

Attachment

Appraiser	Appraisal Date:		
Borrower/Lender			
Property Address			
Review Appraiser			
Date of Inspection	Date of Review		

SUMMARY APPRAISAL REPORT

	YES	NO
1. Did the appraiser state the identity of the client and any intended users by name or type?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did the appraiser state the intended use of the appraisal?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did the appraiser summarize information sufficient to identify the real estate or personal property involved in the appraisal, including the relevant physical and economic property characteristics?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did the appraiser state the property interest appraised?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did the appraiser state the purpose of the appraisal, including the type of definition of value and its source?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did the appraiser state the effective date of the appraisal and the date of the report?	<input type="checkbox"/>	<input type="checkbox"/>
7. Did the appraiser summarize sufficient information to disclose to the client and any intended users of the appraisal the scope of work used to develop the appraisal?	<input type="checkbox"/>	<input type="checkbox"/>
8. Did the appraiser state all assumptions, hypothetical conditions, and limiting conditions that affected the analyses, opinions, and conclusions?	<input type="checkbox"/>	<input type="checkbox"/>
9. Did the appraiser summarize the information analyzed, note that appraisal procedures were followed; and include the reasoning that supports the analyses, opinions, and conclusions?	<input type="checkbox"/>	<input type="checkbox"/>
10. Did the appraiser state the use of the property as of the date of value; reflect that use of the real estate in the appraisal; and, when the purpose of the assignment is market value, summarize the support and rationale for the appraiser's opinion of the highest and best use of real estate or personal property?	<input type="checkbox"/>	<input type="checkbox"/>
11. Did the appraiser state and explain any permitted departures from specific requirements of STANDARD 1 or 7 of USPAP and the reason for excluding any of the usual valuation approaches?	<input type="checkbox"/>	<input type="checkbox"/>
12. Did the appraiser include a signed certification in accordance with Standards Rule 2-3 or 8-3 of USPAP, and was the appraiser qualified to do the assignment (i.e., over \$100,000 transaction, Certified General Appraiser required)?	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

USPAP APPRAISAL REVIEW

Property Owner:

Interest Appraised: Fee simple estate

Appraisal Client: Rural Housing Service, USDA ☐
Rural Business-Cooperative Service, USDA ☐

Intended Purpose: The intended purpose of this appraisal review is to assess the adequacy and relevance of data, the propriety of any adjustments to that data, the appropriateness of the appraisal methods and techniques used to develop the appraisal report and to evaluate compliance with all relevant USPAP requirements. It is not to develop the reviewer's own opinion of value about the subject property.

Intended Use: The intended use of this appraisal review is to develop an opinion about the quality of the work completed by the above appraiser in his/her real property appraisal assignment of the above mentioned property.

Intended User: Rural Housing Service, USDA ☐
Rural Business-Cooperative Service, USDA ☐

Date of Review:

Effective Date of Review:

Nature, Extent and Detail of Review Process: field inspection ☐
exterior only of subject and comps ☐
desk review of complete appraisal and MLS books ☐

Review Appraiser's Summary of Opinions, Reasons and Conclusions:

Completeness of the report within scope of work:

Adequacy and relevance of data and adjustments:

Analyses, opinions and conclusions in report reasonable and develop reasons for disagreement:

Appropriateness of the appraisal methods and techniques used:

General Requirement		USPAP Requirement	Appears to be in Compliance		
1.	If Limited Appraisal, has appraiser correctly invoked and reported departure?	Departure Rule 2-2(xi)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
2.	If Jurisdictional Exception has been exercised in the development of the appraisal, has the appraiser correctly invoked and reported?	Jurisdictional Exception	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
3.	Has appraiser prominently stated the report option used?	2-2	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
4.	Has appraiser identified and correctly interpreted the appraisal problem?	1-1(a)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
5.	Has appraiser considered and identified the purpose of the appraisal?	1-2(a) 2-2(v)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
6.	Has appraiser considered and identified the intended use of the appraisal?	1-2(a) 2-2(ii)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
7.	Has appraiser considered and identified the real property interest to be appraised?	1-2(e)(ii) 2-2(iv)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
8.	Has appraiser identified the effective date of the appraisal?	1-2(d) 2-2(vi)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
9.	Has the appraiser dated the report?	2-2(vi)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
10.	Has the appraiser provided a definition of value?	1-2(c), 2-2(v)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
11.	If market value has been estimated, has the appraiser indicated whether the estimate is in terms of cash, or terms equivalent to cash, or other precisely defined terms?	1-2(c) 2-2(v)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
12.	Has appraiser considered and reported the extent of the process of collecting, confirming, and reporting data (scope)?	1-2(f) 2-2(vii)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

13. Has appraiser considered and stated all assumptions and limiting conditions that affect the analysis and conclusions of the appraisals? 1-2(g) 2-2(viii) Yes ☐ No ☐ N/A ☐

COMMENTS:

Property Description

14. Has appraiser considered and stated all special or extraordinary assumptions and hypothetical and limiting conditions? 1-2(g) 1-2(h) 2-1(c) 2-2(viii) Yes ☐ No ☐ N/A ☐
15. Has appraiser adequately identified and reported the site description? 1-2(e)(i)(iv) 2-1(a)(iii) Yes ☐ No ☐ N/A ☐
16. Has appraiser adequately identified and reported improvement(s) description? 1-2(e) 2-2(iii) Yes ☐ No ☐ N/A ☐
17. Has appraiser adequately identified and reported the physical, functional, and external market factors as they may affect the appraisal? 1-4(b) 2-2(ix) Yes ☐ No ☐ N/A ☐
18. Has appraiser considered and reported any anticipated public and private improvements located on or off the site? 1-4(f) 2-2(viii) Yes ☐ No ☐ N/A ☐
19. Has appraiser considered and reported easements, restrictions, or other items of a similar nature? 1-2(e)(iv) 2-2(ix) Yes ☐ No ☐ N/A ☐
20. Has appraiser identified and considered the effect on value of any personal property, trade fixtures, or intangible items that are not real property but is included in the appraisal? 1-2(e)(iii) 2-2(ix) Yes ☐ No ☐ N/A ☐

- | | | | |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------|
| 21. | Has appraiser considered and reported the highest and best use of the site? (Highest and best use is determined by an appraiser that meets USPAP competency requirements, i.e., as a specialized appraiser having the qualifications to appraise the property.) | 1-3(b)
2-2(x) | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| 22. | Has appraiser considered and reported the highest and best use as improved? | 1-3(a)
2-2(x) | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |

COMMENTS:

VALUATION METHODS

Cost Approach

- | | | | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------------------------------------------------------|
| 23. | Has appraiser explained and supported the exclusion of the cost approach? (If cost approach is not considered, documentation must be provided explaining why not.) | 2-2(xi) | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| 24. | Has appraiser appropriately valued the site? | 1-4(b)(i), 2-2(ix) | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| 25. | Has appraiser collected, verified, analyzed, and reconciled the cost of new improvements? | 1-4(b)(ii)
2-2(viii)
2-2(ix) | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| 26. | Has appraiser collected, verified, analyzed, and reconciled accrued depreciation? | 1-4(b)(iii)
2-2(viii)
2-2(ix) | Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |

COMMENTS:

Sales Comparison Approach

27. Has appraiser explained and supported the exclusion of the Sales Comparison Approach? (If sales approach is not considered, documentation must be provided explaining why not.) 2-2(xi) 1-4(a) Yes ☐ No ☐ N/A ☐
28. Has appraiser collected, verified, analyzed, and reconciled comparable sales adequately identified and described? 1-4(a) 2-2(ix) Yes ☐ No ☐ N/A ☐

COMMENTS:

Income Approach

29. Has appraiser explained and supported the exclusion of the Income Approach? (If income approach is not considered, documentation must be provided explaining why not.) 2-2(xi) Yes ☐ No ☐ N/A ☐
30. Has appraiser collected, verified, analyzed, and reconciled comparable rental data for subject rent? 1-4(c)(i) 2-2(ix) Yes ☐ No ☐ N/A ☐
31. Has appraiser collected, verified, analyzed, and reconciled comparable operating expenses? 1-4(c)(ii) 2-2(ix) Yes ☐ No ☐ N/A ☐
32. Has appraiser collected, verified, analyzed, and reconciled comparable data to estimate capitalization/discount rate? 1-4(c)(iii) 2-2(ix) Yes ☐ No ☐ N/A ☐

COMMENTS:

Reconciliation and Final Estimate of Value

33. Has appraiser considered, analyzed, and reported any current sale, option, or listing of the property being appraised? 1-5(a) 2-2(ix) Yes ☐ No ☐ N/A ☐
34. Has appraiser considered, analyzed, and reported any prior sales; 1 year 1-4 family, 3 years all others? 1-5(b) 2-2(ix) Yes ☐ No ☐ N/A ☐
35. Has appraiser considered the quality and quantity of the data in the approaches, and the applicability of the approaches and commented on the reconciliation? 1-5(c) 2-2(ix) Yes ☐ No ☐ N/A ☐
36. Does the appraisal report contain sufficient information to enable the person(s) who are expected to receive or rely on the report to understand it properly? 2-1(b) Yes ☐ No ☐ N/A ☐
37. Does the appraisal report state the use of the real estate as of the existing date of value? 2-2(x) Yes ☐ No ☐ N/A ☐

COMMENTS:

Certification

38. Does the report include a signed certification in accordance with Standards Rule 2-3? 2-3 2-2(xii) Yes ☐ No ☐

SIGNATURE:_____ TITLE:_____ DATE:_____

NOTE: Stop here for an Administrative Review of Appraisal.

NOTE: For Technical Reviews, complete this section.

REVIEWER ASSUMPTIONS & LIMITING CONDITIONS

1. The Appraisal review documentation attached is based on information & data contained in the appraisal report that is the subject of this review. Data and information from other sources may be considered. If so, they are identified and noted as such.
2. It is assumed that such data and information is factual and accurate.
3. The REVIEWER reserves the right to consider any new or additional data or information that may subsequently become available.
4. Unless otherwise stated, all assumptions and limiting conditions contained in the appraisal report, which is the subject of this appraisal review, are also conditions of this review.

REVIEWER CERTIFICATION

I, the undersigned, certify to the best of my knowledge and belief:

1. The facts and data reported by the reviewer and used in the review process are true and correct.
2. The analyses, opinions, and conclusions in this review report are limited only by the assumptions and limiting conditions stated in this review report and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
4. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
5. My compensation is not contingent on an action or event resulting from the analysis, opinion, or conclusion in, or the use of, this report.
6. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
7. My analysis, opinions, and conclusions were developed, and this review report has been prepared in conformity with the Uniform Standards of Professional Appraisal Practice.
8. No one provided significant professional assistance to the person signing this review report.
9. I do not authorize the out-of-context quoting from or partial reprinting of this review report. Further, neither all nor any part of this review report shall be disseminated to the general public by the use of media for public consumption or public communication without prior written consent of the review appraiser signing below.
10. I did personally inspect the subject property of the report under review.

This appraisal review is to be used in conjunction with the Appraisal Report under review, without the accompanying report this review report is not to be relied upon.

Review Appraiser

Date

Supervisory Appraiser (If Required)

Date

November 18, 2002

SUBJECT: Interest Rate Changes for Housing Programs
and Credit Sales (Nonprogram)

TO: Rural Development State Directors,
Rural Development Managers,
and Community Development Managers

ATTN: Rural Housing, Program Director

The following interest rate, effective December 1, 2002, is changed as follows:

<u>Loan Type</u>	<u>Existing Rate</u>	<u>New Rate</u>
ALL LOAN TYPES		
Treasury Judgement Rate	1.680%	1.790%

The Treasury Judgement rate is now based on the weekly average 1-year Constant Maturity Treasury (CMT) yield. The rate is published by the Federal Reserve System, Board of Governors. The current rate shown above is as of the week ending 10/25/02. The actual judgement rate that will be used will be the rate for the calendar week preceding the date the defendant becomes liable for interest.

EXPIRATION DATE :
December 31, 2002

FILING INSTRUCTIONS:
Administrative/Other Programs

This rate may be found by going to the Federal Reserve web site for the weekly average 1-year CMT yield (www.federalreserve.gov/releases/h15/data/wf/tcm1y.txt).

Please notify appropriate personnel of this interest rate information.

(Signed by Arthur A. Garcia)

ARTHUR A. GARCIA
Administrator
Rural Housing Service

Sent by Electronic Mail on 11/18/02 at 4:10 p.m. by PAD.

November 22, 2002

SUBJECT: Survey of Training Interests

TO: All Rural Development National Office Staff

The Support Services Division (SSD) is contemplating training classes for National Office staffs during the early months of 2003. The topics, number of classes, and duration of the training are still in the developmental stages; however, we anticipate covering the following topics:

- MAIL AND FEDERAL EXPRESS SERVICES: Regulations and Federal Express;
- OFFICIAL RECORDS: Regulations, retention and disposition of records, yearly review of records, and the Rural Development Central File Unit's operation;
- REGULATIONS: Review of clearance process, Federal Register process, Paperwork Burden, Administrative Notices, and Unnumbered Letters;
- TRANSIT SUBSIDY PROGRAM: Eligibility, how to apply, and accountability; and
- TRAVEL: Regulations, authorization and voucher completion (EXCEPT no on-line or hands-on computer entry), and the Bank of America travel charge card program.

All training would be conducted in or near the South Building to avoid unnecessary travel expenses and time away from the office. We would appreciate your input and comments by completing the attached survey and returning to:

Rural Development - General Services Branch
ATTN: C. Huber
STOP 0742

Please return the survey by December 16, 2002.

(Signed by Sharon Randolph) for

SHERIE HINTON HENRY
Deputy Administrator for
Operations and Management

Attachment

EXPIRATION DATE:
December 31, 2002

FILING INSTRUCTIONS:
Administrative/Other Programs

SURVEY OF TRAINING INTERESTS

1. Please check one or more of the following topics for which you would like training and rank according to your particular interest with "5" being most interested and "1" least interested:

		Most				Least
Bank of America Travel Card Program	•	5	4	3	2	1
Clearance Process for Regulations	•	5	4	3	2	1
Federal Register Process	•	5	4	3	2	1
Mail and Federal Express Services	•	5	4	3	2	1
Rural Development's Official Records	•	5	4	3	2	1
Temporary Duty Travel	•	5	4	3	2	1
Transit Subsidy Program	•	5	4	3	2	1
Other Topics: (please list)						
_____	•	5	4	3	2	1
_____	•	5	4	3	2	1
_____	•	5	4	3	2	1

Suggestions/Comments: _____

2. If this training is offered, we anticipate providing several classes in or near the USDA South Building. How much time away from your office would you consider reasonable for the types of training listed above?

Equal to or less than 6 hours a day •
 Equal to or less than 4 hours a day •
 Equal to or less than 2 hours a day •
 Suggestions/Comments: _____

3. Please tell us a little about yourself:

- A. Where do you work: • Operations and Management
 • Office of Community Development
 • Rural Business Cooperative Service
 • Rural Housing Service
 • Rural Utilities Service
- B. Are you responsible for mail or Federal Express packages in your office? • YES • NO
- C. Are you responsible for preparing Federal Register documents, Regulations, Administrative Notices, Unnumbered Letters, etc. • YES • NO
- D. Do you maintain a system of official records? • YES • NO
- E. Do you travel on official business? • YES • NO
- F. Are you presently receiving Transit Subsidy? • YES • NO

Thank you for your input. You may attach additional sheets to provide more comments, suggestions, or information on any of the items listed above. Please return this survey by December 16, 2002, to:

Rural Development - General Services Branch
 ATTN: C. Huber
 STOP 0742

SUBJECT: 2002 Federal Employees Health Benefits Program Open Season

TO: All Rural Development Employees

DATE: November 22, 2002

This memorandum is a reminder that the 2002 Federal Employees Health Benefits (FEHB) Program Open Season is from November 11 through December 9, 2002. This year there are significant events affecting certain plans during the FEHB Open Season that will require action on the part of some enrollees. Employees are encouraged to visit the Office of Personnel Management (OPM) web site at www.opm.gov/insure for the most up-to-date information. OPM will be updating these pages on a regular basis throughout the open season.

*PlanSmartChoice*TM is a web-based decision-making tool and is being made available by the Department to FEHB enrollees to assist them in choosing a health plan best suited to their needs. This employee friendly web-based tool simplifies what can otherwise be a complicated and time-consuming process in comparing benefits and costs. Employees are able to select their personal preferences for plan features and costs under available plans. By rating those attributes and making trade-off decisions, the tool enables employees to prioritize personal and family health costs. Also included is a Medical Cost Calculator that will estimate total out-of-pocket expenses under the different FEHB plans. *PlanSmartChoice*TM is available through Employee Express at www.employeeexpress.gov.

In addition, the *PlanSmartChoice*TM will be available for the next 12 months. Should an employee need to make a change outside of the FEHB Open Season, this resource will be available to employees for comparison of services and costs.

If you have any questions concerning the FEHB Open Season, please contact your servicing human resources office.

(Signed by Diana Shermeyer)

DIANA SHERMEYER
Director, Mission Area Personnel
Services Division

EXPIRATION DATE:
November 22, 2003

FILING INSTRUCTIONS:
Administrative/Other Programs

November 25, 2002

SUBJECT: Metro Fare Cards and Shuttle Service

TO: Rural Development
National Office Officials

Rural Development employees are authorized to use both Metro fare cards and shuttle services when conducting official business between buildings. Whenever it is reasonably convenient and timely, the use of the shuttle is the primary transportation method between the South, School Street, Reporters, Portals, and Park Center Buildings.

The following employees are authorized to disburse Metro fare cards to employees for use while on official business. All Rural Development employees are authorized to obtain cards from any of the people on this list.

South Building

Room 4016	Angela McLeod
Room 4031	Debbie Cooper
Room 4056	Brenda Taylor
Room 4225	Maria Ortiz
Room 5050	Chris Humes
	Elsa DeLeon

Reporters Building

2 nd Floor	Toni Brown
	Bridzette Lane
	Leslie Rivas
6 th Floor	Phyllis Wade
7 th Floor	Sarah Lewis

School Street

2 nd Floor	Sheldon Kantrowitz
-----------------------	--------------------

EXPIRATION DATE:

November 30, 2003

FILING INSTRUCTIONS:

Administrative/Other Programs

George Washington Carver Center

Room 2-1196

Debra Ogle

Room 2-1192-B

Kellie Burch

Please assure that your employees are aware of this memorandum. If your staff has any questions, they may call Bettina Cooke on 692-0010.

(Signed by Sharon Randolph) for

SHERIE HINTON HENRY

Deputy Administrator for

Operations and Management